

# **CHAPTER 3**

## **PASS-ROP General Navigation and Data Entry**

### **In This Chapter:**

- The Menu Bar
- The Tool Bar
- Data Entry
- Saving Changes
- Finding Records
- Entering Numeric Data
- Selecting Items from a Drop-Down List
- Creating Operator IDs



# CHAPTER 3: GENERAL NAVIGATION AND DATA ENTRY

## THE MENU BAR



Figure 3-1: PASS-ROP Menu Bar

The menu bar is the area of the window immediately beneath the window title (Figure 3-1). The menu bar contains the following items **File**, **Edit**, **Forms**, **Reports**, **Utilities**, **View**, **Window**, and **Help**. When you position the mouse cursor over one of these words and press the left mouse button, a list of options will display under the menu bar item. Alternatively, a menu bar item can be activated by using a “hot key.” For example, the **F**ile menu bar item has an underscored letter “**F**.” The “**F**” represents the “hot key” for this menu bar item. Pressing the <Alt> key simultaneously with the “**F**” key will activate the **F**ile menu bar options.

Once a menu bar item has been activated, additional menu choices under the menu bar item will appear in a drop-down list. To activate a particular menu choice, single click the left mouse button when the cursor is positioned over the desired menu choice. Alternatively, a menu choice may be activated by pressing the hotkey for that choice.

Menu items that are not enabled are shaded a light gray to indicate that the particular feature is not available.

Ellipses (...) after a menu bar choice (e.g. Print Forms...) indicate that there is additional information to follow, such as a dialog box.

### File Menu

The File menu provides for the closing, saving, and printing of forms and reports (see Figure 3-2). It also allows you to access the PASS-ROP properties dialog box and exit the program. The File menu will vary depending on the form that is displayed. The “Print Forms” and “Exit” options are always available.

- **Close Application:** The Close Application menu item allows you to close the application that is currently open.
- **Save:** The Save menu item is only available when there is a form or report open and may be used to save new or modified entries on forms.
- **Close Form:** Use the Close Form menu item to close the form that is currently open. Any unsaved changes in the forms will be brought to your attention before the application closes. You will then have the option to save your changes or reject them.

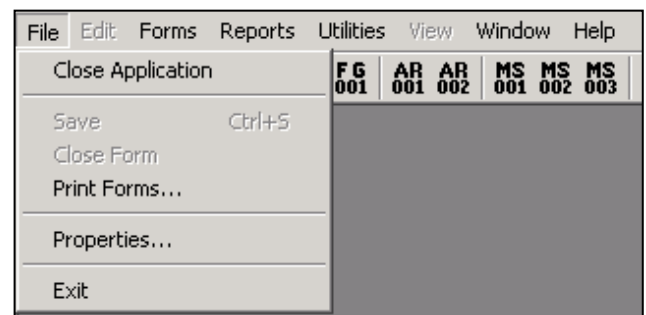


Figure 3-2: File Menu

- **Print Forms:** Use the Print Forms menu item to print the pages associated with a particular type of form. You may print all or some of the form types by holding down the CTRL key and clicking on each form type that you wish to print. For each form, you have the option to print any or all of the pages.
- **Properties:** The window records the information generated during the installation of the application. There are three sections to the properties sheet: "Installation," "File Locations," and "Actions." The information on each of the tabs is updated by PASS-ROP and can be printed.
- **Exit:** The Exit menu item allows you to quit the PASS-ROP software. Any unsaved changes in the forms will be brought to your attention before the application closes. You will then have the option to save your changes or reject them.

## Edit Menu

The Edit menu is available when any form is open, and it will vary depending on the form currently being edited. Cut, copy, and paste functions allow the movement of text from one field to another or from other Windows software. They follow the standard Windows function for editing data from one data field to another.

**Adding and Deleting Records:** Use the Edit menu to add or delete information on a form (see Figure 3-3). This menu will change depending on the current form. The example shown in Figure 3-3 is for the EU-003 form. When choosing delete, the current record you are positioned on will be deleted. The Form Completion Instructions included in Chapters 4 through 11 provide detailed explanations about how to add and delete information on a particular form.

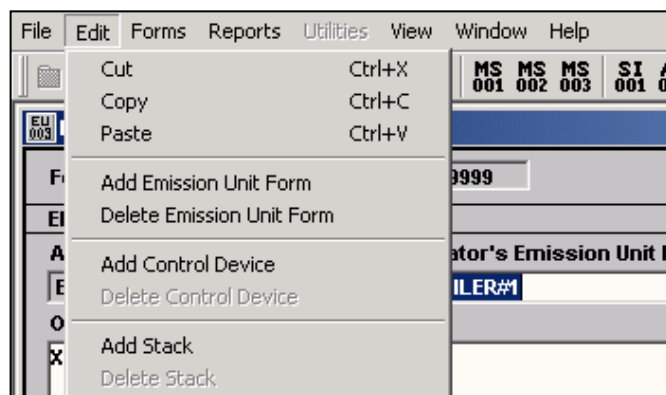


Figure 3-3: Edit Menu

## Forms Menu

The Forms menu is used to access individual forms (see Figure 3-4). You may also access the forms using the icons on the Tool bar. Refer to pages 3-6 through 3-7 for more information about navigating through each of the forms.

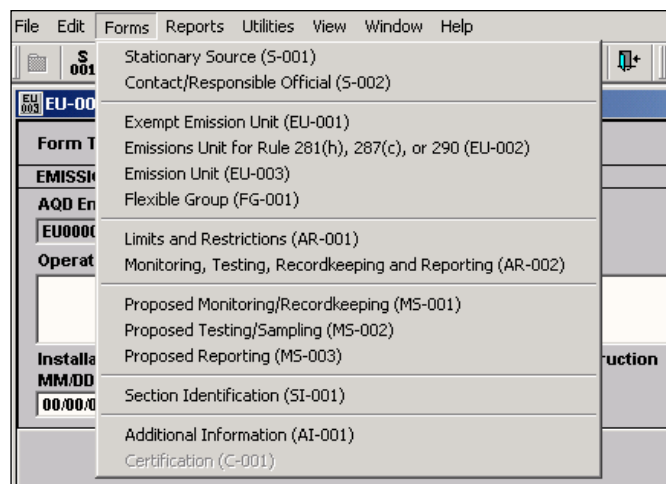


Figure 3-4: Forms Menu

## Reports Menu

The PASS software can generate a variety of reports. Once the report is generated, you can print the report by choosing the “Print” menu item under the File menu.

## Utilities Menu

The Utilities menu changes depending on whether an application is open or not. If an application is not open, it is used to install your source’s application file, submit your completed ROP application, and unsubmit an application if necessary (see Figure 3-5).

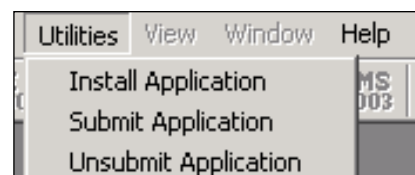


Figure 3-5:  
Utilities Menu (closed application)

If an application is open the Utilities menu is used to perform certain clean up functions (figure 3-6).

- **Change EU Form Type:** this utility is used to move an emission unit from one form type to another (e.g., moving an emission unit from the EU-001 form to the EU-003 form).
- **Cleanup Application:** This utility will remove any “straggling” forms that may be in an application. Many of the forms in the application must be linked to other forms (e.g., the AR-002 forms are linked to AR-001 forms). When a form is supposed to be linked to another form but it isn’t then it is dered to be Straggling forms can happen just because the application hasn’t been completed. They can also happen as information is modified in the application and the link between the forms is broken. These will show up as completeness check errors. The most likely occurrence of this will be between the AR-001 and AR-002 forms, or between the AR-002 form and the MS forms.

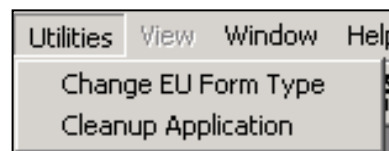


Figure 3-6:  
Utilities Menu (open application)

## View Menu

When a form is open, the View menu allows you to navigate through different records.

- **Browse:** Provides a summary of records for the part of the form that is currently active. The Browse window gives you a quick way to move through all of the records for the form displayed. Once you find the record that you want to work on, click on the row and press the “Return” button. You will returned to the form that was selected.
- **First/Previous/Next/Last:** These options enable you to move from one record to the next or go directly to the first or last record. You may also use the VCR button on the tool bar.

## Window Menu

When more than one window or form is opened simultaneously, they can be arranged in different ways on the screen by activating the Window menu bar item (Figure 3-7). Once the Window menu item has been selected, the user has the ability to cascade, tile horizontal, tile vertical, or layer the windows that are opened.

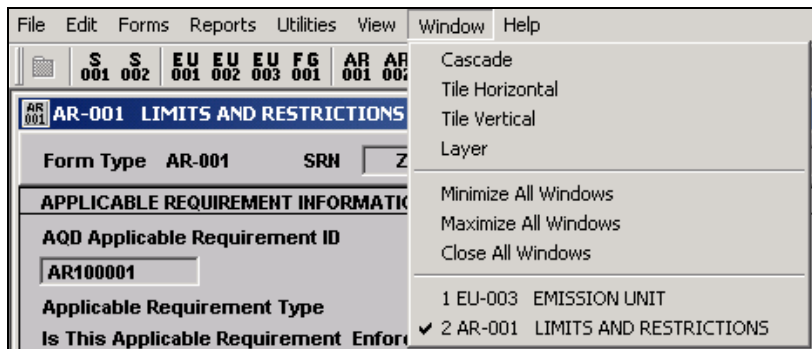


Figure 3-7: PASS-ROP Window Menu

- **Close All Windows:** For certain functions, such as opening a different application, all windows must be closed. This function provides a rapid way to close all open windows. If there is data that has yet to be saved on any form, a prompt to save the data will be displayed.

## Help Menu

The Help menu item provides access to PASS-ROP Help, the Software Users' Guide, and version information regarding the PASS-ROP software (Figure 3-8).

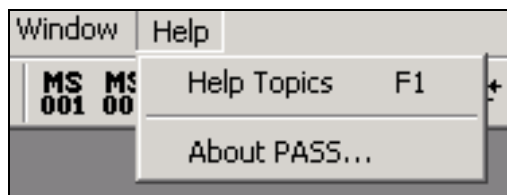


Figure 3-8: PASS-ROP Help Menu

- **Help Topics:** The PASS-ROP Software Users' Guide is included with the software in the form of a Window Help file format.
- **About:** The About menu item displays version and copyright information for the software and associated materials.

## THE TOOL BAR

When any form is open, the tool bar shown in Figure 3-9 will be displayed. Listed below are the functions executed by the icons on the Tool Bar:

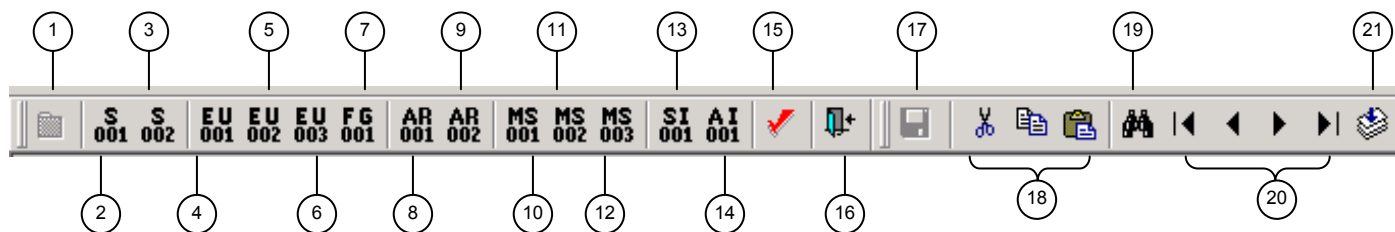


Figure 3-9: PASS-ROP Tool Bar

1. **Open/Close Application:** This icon allows you to open or close an ROP application.
2. **Stationary Source Form, S-001:** This icon opens the S-001 Stationary Source Form.
3. **Contact/Responsible Official Form, S-002:** This icon opens the S-002 Contact/Responsible Official Form.
4. **Exempt Emission Unit Form, EU-001:** This icon opens the EU-001 Exempt Emission Unit Form.
5. **Emission Unit Form, EU-002:** This icon opens the EU-002 Emission Unit Form for emission units exempt under Rules 287(c), 281(h), or 290.
6. **Emission Unit Form, EU-003:** This icon opens the EU-003 Emission Unit Form.
7. **Flexible Group Form, FG-001:** This icon opens the FG-001 Flexible Group Form.
8. **Applicable Requirement Form, AR-001:** This icon opens the AR-001 Applicable Requirement Form used for limit and restriction requirements.
9. **Applicable Requirement Form, AR-002:** This icon opens the AR-002 Applicable Requirement Form used for monitoring, testing, recordkeeping, and reporting requirements.
10. **Monitoring Systems Form, MS-001:** This icon opens the MS-001 Monitoring System Form used to identify proposed monitoring and recordkeeping.
11. **Monitoring Systems Form, MS-002:** This icon opens the MS-002 Monitoring System Form used to identify proposed testing and sampling.
12. **Monitoring Systems Form, MS-003:** This icon opens the MS-003 Monitoring System Form used to identify proposed reporting.
13. **Section Identification Form, SI-001:** This icon opens the SI-001 Section Identification Form.
14. **Additional Information Form, AI-001:** This icon opens the AI-001 Additional Information Form.
15. **Completeness Check:** This icon activates a completeness check that ensures there are reasonable responses in all required data fields. If there are any errors, they must be corrected

and the Completeness Check must be rerun before submitting the application (see Chapter 12 for more information).

16. **Exit PASS:** This icon shuts down the PASS software.
17. **Save:** This icon saves any changes made to the current form.
18. **Cut/Copy/Paste:** These icons allow you to cut, copy, or paste data from one field to another.
19. **Browse:** This icon provides a summary of records for the part of the form that is currently active. The Browse window gives you a quick way to move through all of the records for the form displayed. Once you find the record that you want to work on, click on the row and press the "Return" button. You will be returned to the form that was selected.
20. **First/Previous/Next/Last:** These icons will let you move from one record to the next or go directly to the first or last record.
21. **Close Form:** This icon closes the current report or form.

## DATA ENTRY

Use the **Forms** menu item or tool bar to access the different form types. Click on the form you wish to work on. A window featuring the selected form type will be displayed.

When entering information into a form for the first time, a blank form is presented and the cursor is placed in the first editable field. The Form Type text box and the AQD Source ID (SRN) text box are fields that cannot be changed. They appear with a gray background. In any editable field, enter the appropriate information and press <TAB> to move to the next data entry field.

Numeric data such as phone numbers and zip codes have specific data entry formats. Enter only numbers in these fields; they will be formatted automatically. The only character key you may need to press is the decimal key to specify entry of numbers to the right of the decimal point.

If you wish to replace any field, you can quickly delete or overwrite the data if you first double click on the field.

## SAVING CHANGES



While working on a specific form, the software will automatically save changes made between records. For example, if the user makes changes to one emission unit then switches to another emission unit record, the change will automatically be saved. The user can save changes at any time by pressing the save button on the tool bar.

## GOING TO SPECIFIC RECORDS

Each form window contains a toolbar with buttons used for moving to a specific record within a form. The VCR buttons located on the tool bar can be used to navigate to the first, next, previous, or last records in the database for the particular form you are working with (Figure 3-10).





Figure 3-10: The VCR Buttons

## Using Browse



Another way to quickly locate and move through records is by using the **Browse** option, located under the **View** menu. Browse provides a tabular listing of all records entered for a given form (Figure 3-11). Summary information is provided to let you quickly identify the records. Move the row identifier (hand) using the mouse or arrow keys. To open a record, move the hand to the record you wish to view and double-click on the row or highlight and hit the Enter/Return key.

When the Browse window is displayed, it is sorted based on the first column displayed. To change the sort order select the column you wish to be sorted.

By pressing the "Print" button, you will get a report containing the information as displayed in the Browse window. If you would like to change the printer the report is sent to, press the "Print Setup" button and choose the new printer. Figure 3-11 is a screen shot of the Browse window from the EU-003 form. The information in your Browse window will appear differently.

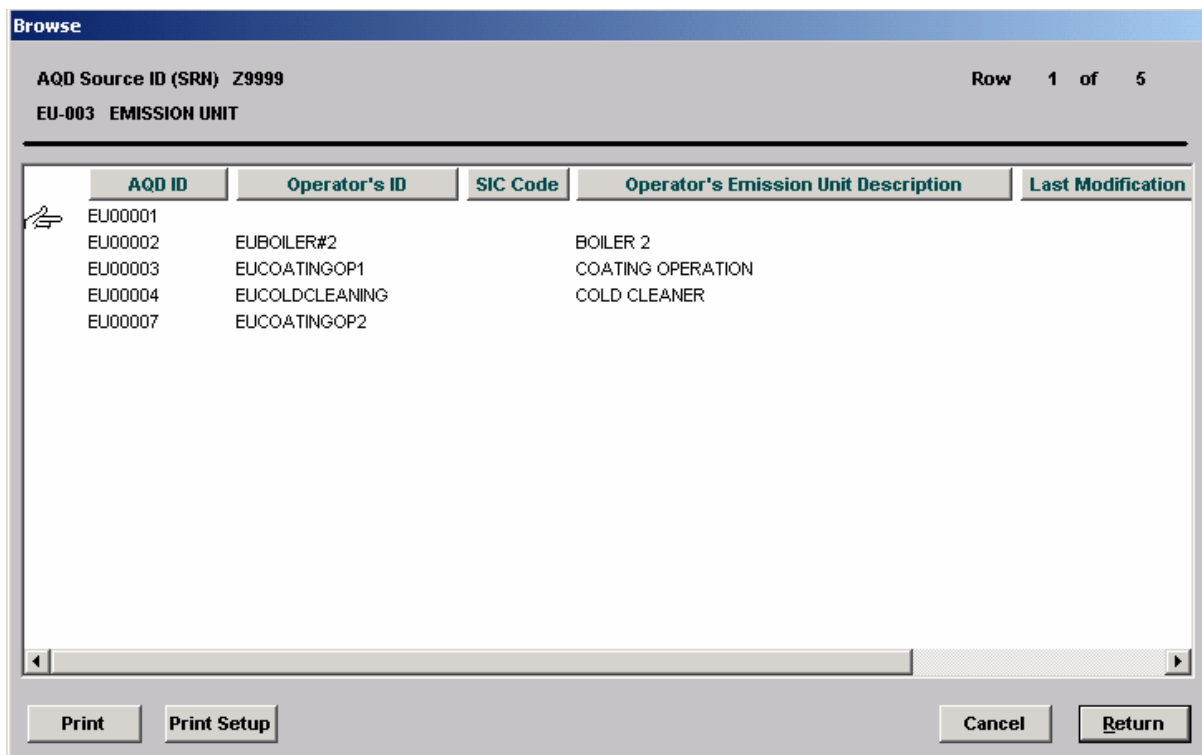


Figure 3-11: Browse

## SELECTING ITEMS FROM DROP-DOWN LISTS

Some fields contain a drop-down list from which you select the data (Figure 3-12). Fields that use drop-down lists do not allow you to enter data that is not in the list.

To locate an item in a long list of values, you can use the scroll bar to the right of the list, or on most lists you can press the key of the first character in the code.

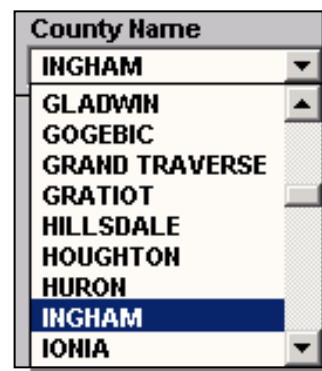


Figure 3-12: Drop-Down List

## CREATING AN OPERATOR ID

By definition, an Operator's ID consists of a pre-established ID prefix and up to 14 additional alphanumeric characters. Operator ID it should be simple, self-descriptive, and unique. The ID should help identify the information to which it pertains. For example, an Operator's Emission Unit ID for a boiler may be **EU**-BOILER and an Operator's Flexible Group ID for a group of similar boilers may be **FG**-BOILERS. Similarly, an Operator's Applicable Requirement ID may be **AR1**-EL-001. An example of an Operator's ID for Additional Information is **AIBOILERINFO#1**.

Additionally, if an ROP is sectioned, it should include a consistent suffix to each Operator's ID that specifies the section to which it pertains. For example, if an ROP has two sections and each section contains a paint booth, the Operator's Emission Unit IDs might be EUPAINTBOOTH1S1 and EUPAINTBOOTH1S2. In this case, "S1" would refer to section one of the ROP and "S2" would refer to section two of the ROP.

**NOTE:** Operator's IDs for emission units and flexible groups may have already been established through a Permit to Install or your existing ROP. If an operator ID already exists in a permit be sure to use that same ID in your ROP application.

Table 4-1: Summary of Operator's ID Prefixes.

Operator's ID Prefix	What It Represents
AI	Additional Information
AR1	Applicable Requirement (limit or restriction requirements)
AR2	Applicable Requirement (monitoring, testing, recordkeeping, or reporting requirements)
EU	Emission Unit
FG	Flexible Group
SV	Stack/Vent (used in MAERS, it also appears on the EU-003 form)